

## **AFRC FOREIGN NATIONAL ESCORT APPROVAL – NOAA CAC CARD HOLDERS ONLY**

For science campaigns requiring Foreign Nationals (FN) to visit Armstrong Flight Research Center (AFRC) facilities or aircraft, it is the responsibility of the FN's affiliated organization to provide trained and credentialed FN escorts. In order to escort FNs at AFRC, escorts must meet following requirements:

- Must have an active CAC Card from NOAA or other federal organization
- Must have an ACTIVE Identity in NASA Identity and Access Management (IdMAX)
  - If you do not, or are unsure, contact [cecilia.a.odenthal@nasa.gov](mailto:cecilia.a.odenthal@nasa.gov) (661) 276-7478
- **Prior to arriving at AFRC:**
  - Complete required on-line Foreign National Escort training. **Instructions are on page 2.**
- **Upon arrival at AFRC:**
  - Complete B703 and aircraft specific Security/Safety Orientation for FN Escorts
  - Pick up your AFRC Badge at B703 Visitor Center  
Once badged, contact Cecilia A. Odenthal (661) 276-7478 who will submitted the NAMS request that will allow Security to issue your Foreign National Escort Badge. Once completed, you will need to return to the VCC to pick up your Foreign National Escort Badge.
  - For escorting **Foreign Nationals from Designated Countries:**
    - Obtain a Counter Intelligence visit-specific brief. (Reminder: FNs from designated countries require 1:1 escort to visitor ratio at all times)
    - Upon completion of campaign, participate in debriefing with Counter Intelligence

### Basic FN Escort Responsibilities:

- Protect controlled information. No unauthorized entry to physical or logical (IT) assets.
- Meet visitor at AFRC Visitor Control Center (VCC) prior to entering perimeter.
- **Maintain continuous physical supervision at all times**
- Wear AFRC-provided FN Escort badge. Ensure FNs wear their visitor badge at all times
- **Don't take on more visitors than you can manage**
- Escort FN to AFRC FCC to drop off badge at end of visit

## HOW TO GET INTO SATERN CLASSES WITH OR WITHOUT A NASA COMPUTER

- **TO ACCESS SATERN WHEN YOU DON'T HAVE A NASA COMPUTER**

You will first need your USER Name and Password in order to get into SATERN

Go to <https://launchpad.nasa.gov> .

In the upper right hand corner click on “First Time User”

Create a Profile – At this juncture, you will be given a temporary password. Be sure to answer all of the questions and follow the instructions closely.

Once you have completed the above, you will need to create your own USER Name and Password. There will be a 24 hour turnaround before you can get into SATERN.

Should you run into any problems, call the **NASA Information Center @ (866) 419-6297 or (877) 677-2123**. They will be happy to walk you through this process.

Once you have obtained your USER Name and Password, then go to <https://satern.nasa.gov>, and put in your USER Name and Password to pull up SATERN.

You will need to take two classes. For each, Go to “Find Learning” and exactly enter the **HIGHLIGHTED** portion of the classes listed below. Be sure that you continue through to the very last page, which then will allow SATERN to create a Certificate of Completion, which then allows you to escort foreign national visitors.

**NASA Foreign National Escort Training - Course – AAO-ICAM-FN**

**AFRC Visitor and Safety Briefing**